



# **State of Nevada Immunization Information System**

## ***Common Features, Viewing & Reporting Training Manual***

**<https://webiz.nv.gov>**

### **Help Desk**

**(775) 684-5954 or toll-free 1- 877-689-3249**

**Email: [izit@health.nv.gov](mailto:izit@health.nv.gov)**

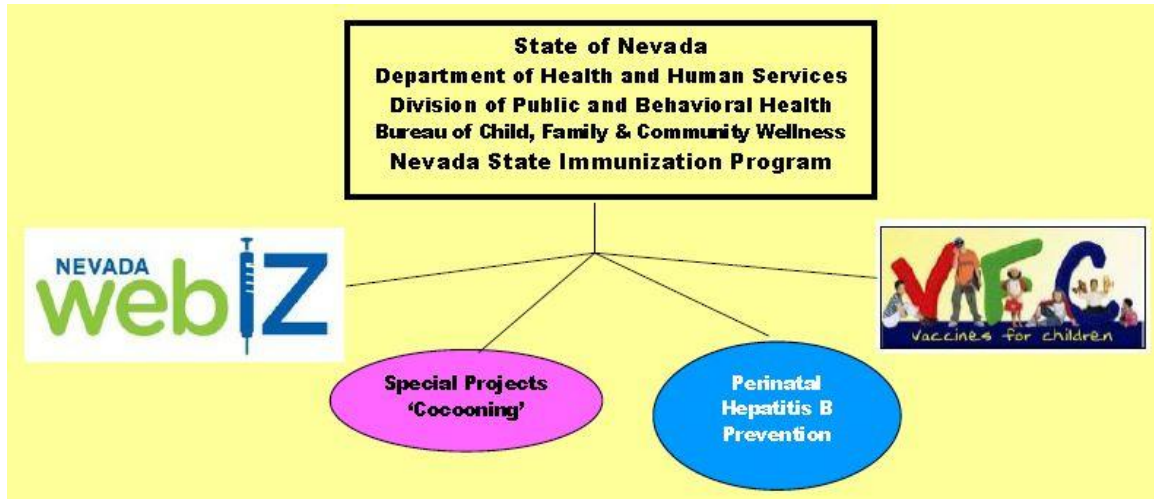
**Fax: (775) 687-7596**

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## Nevada State Immunization Program



What are the benefits of having a state-wide immunization registry?

- 1)
- 2)
- 3)

What is a VFC Provider? What are the eligibility requirements?

## Nevada WebIZ State Law

- **July 1, 2009 (NRS 439.265)** – Any immunization administered to a child must be entered into Nevada WebIZ.
- **January 28, 2010 (NAC)** – Amended to include adults.
- **September 2008 (Board of Pharmacy Regulation, Section 6 [R115-08])** – Pharmacists who administer immunizations shall report information required for inclusion in Nevada WebIZ.

[http://health.nv.gov/Immunization\\_WebIZ\\_Policies\\_Forms.htm](http://health.nv.gov/Immunization_WebIZ_Policies_Forms.htm)

What Does Opt Out Mean?

## Successful Password Tips

- Ensure your caps lock key is **OFF** before logging into Nevada WebIZ
- Passwords must contain: At least 8 characters, upper and lower case letters, at least one number, and at least one character (#, %, !, \*, \$, etc.)
- Not allowed to use any of your last five passwords
- Revisit "Password Question" answers under "Settings"

### Removing Stored Passwords in Internet Explorer:

Do You Want Internet Explorer To Remember This Password?  
**ALWAYS say NO!**

If you said "Yes" by mistake, here's how to remove...

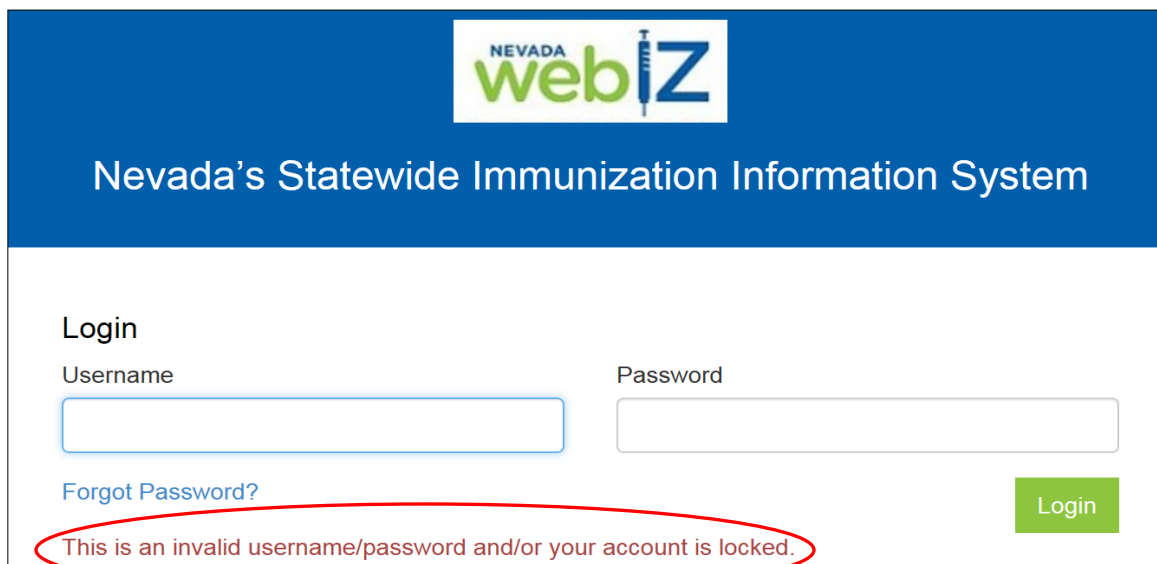
On Internet Explorer:

- Click "Tools"
- Click "Internet Options"
- Click "Content" Tab
- Under "Auto Complete" – click the "Settings" button
- Uncheck the box "User names and passwords on forms"
- Click "Delete AutoComplete History"
- Check the "Passwords" box
- Click "Delete"
- Click "OK" and "OK"

## Password Login Error Message

A generic error message will appear after one invalid login attempt. The same message appears for both an invalid username and an invalid password. This message prevents hackers from learning that an attempted username belongs to an *actual* account, as well as whether they have entered an incorrect password or not.

If you get this error message, you may attempt to login **two more times** and you may still use the **Forgot Your Password?** link.



The screenshot shows the Nevada WebIZ login interface. At the top is the Nevada WebIZ logo. Below it is the title "Nevada's Statewide Immunization Information System". The login section has a "Login" heading, followed by "Username" and "Password" labels above their respective input fields. A "Forgot Password?" link is located below the username field. A green "Login" button is on the right. At the bottom, a red oval highlights the error message: "This is an invalid username/password and/or your account is locked."

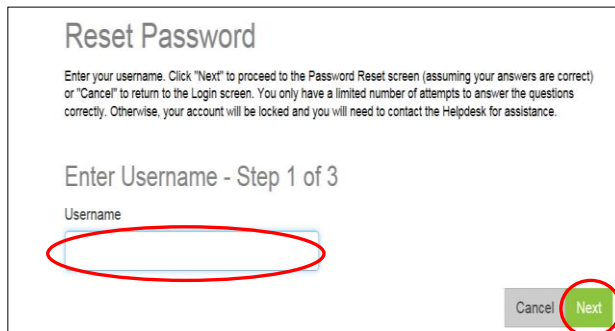
## Password Reset Procedures

If you forget your password, here are the steps to reset your own password:



The screenshot shows the login page for Nevada's Statewide Immunization Information System. At the top is the Nevada WebIZ logo. Below it, the text "Nevada's Statewide Immunization Information System" is displayed. The login section includes fields for "Username" and "Password". A red circle highlights the "Forgot Password?" link below the username field. Another red circle highlights the "Login" button in the bottom right corner.

1. Click on the *Forgot Password?* link on the main sign in screen.

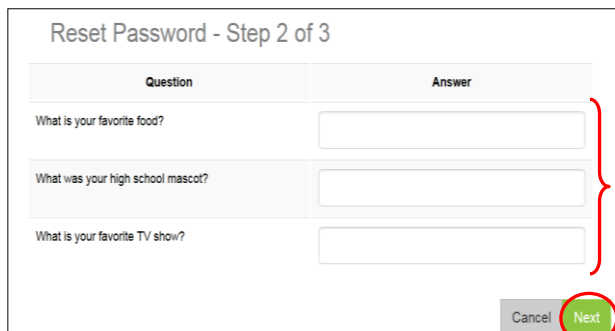


The screenshot shows the "Reset Password" screen, Step 1 of 3. It instructs the user to enter their username and click "Next". A red circle highlights the "Username" input field. Another red circle highlights the "Next" button in the bottom right corner.

2. Enter your Username and click on *Next*.

### **REMEMBER!!**

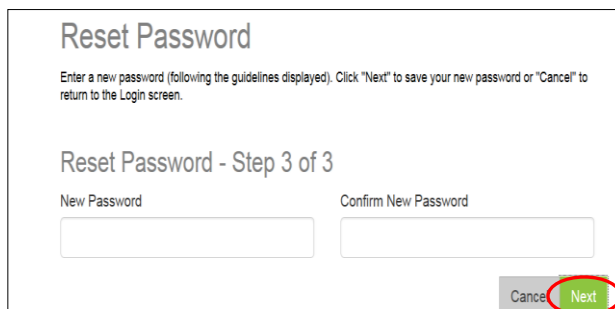
If you forget your Username, you must call the WebIZ Helpdesk



The screenshot shows the "Reset Password" screen, Step 2 of 3. It displays a table with three security questions and their corresponding answer fields. A red bracket on the right side of the table groups the three questions. A red circle highlights the "Next" button in the bottom right corner.

Question	Answer
What is your favorite food?	<input type="text"/>
What was your high school mascot?	<input type="text"/>
What is your favorite TV show?	<input type="text"/>

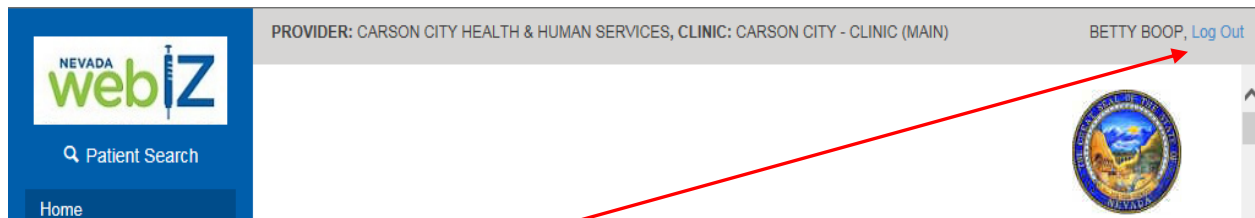
3. Answer three (3) security questions to authenticate your username. The system will randomly choose from your list of security questions. Then click *Next*. (Answering your questions incorrectly twice will lock your account. You will have to call the Help Desk to have it unlocked.)



The screenshot shows the "Reset Password" screen, Step 3 of 3. It instructs the user to enter a new password and confirm it. A red circle highlights the "Next" button in the bottom right corner.

4. Answering the three questions properly will authenticate your Username and allow you to enter a new password. Enter New Password and Confirm Password for secured comparisons. Click *Next* to go to main Nevada WebIZ Login page where you will be prompted to enter your new password.

## Logout Procedures



To exit the system – just click **Log Out** in the upper right hand corner of any screen!

## Nevada WebIZ System Behaviors

**Nevada WebIZ will kick you out after 40 minutes of inactivity.** You will be required to sign back in once your session is terminated. You will get a pop-up message notifying you that your session will end in 5 minutes. If you are still working, just click *OK* to stay connected.

**Compatibility View Settings:** For optimal use, add NV WebIZ to your Compatibility View list. For specific instructions on how to do this step for your version of Internet Explorer, visit <http://windows.microsoft.com/en-US/internet-explorer/use-compatibility-view#ie=ie-11>

### **Quick Navigational Tips:**

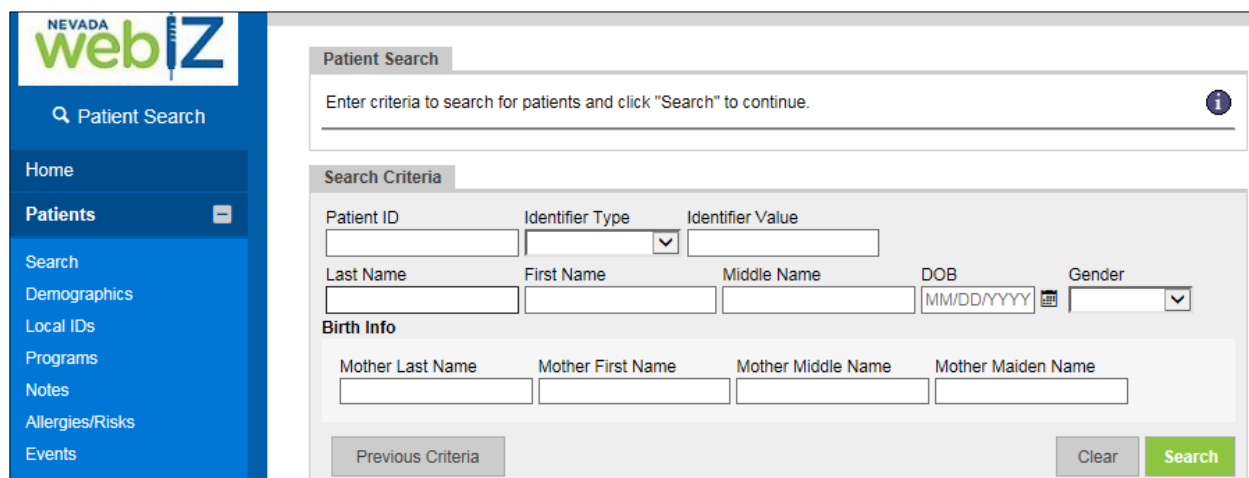
- Tab between fields or point and click.
- Use Menu and the plus (+) sign expander for navigation.
- Never use **backspace** or **forward space buttons** outside of a field. It will potentially kick you out of Nevada WebIZ.
- **Mandatory Field Items are shown in bold print.**

## Smart Searching Tips:

- **Date of Birth + First Name**
- **Date of Birth + Last Name**
- **First Name + Last Name** (Minimum 2 letters in name field)
- **Already Know Patient ID = Nevada WebIZ Number**
- **Mother's Name**
- **Social Security Number / Local ID**

## Best Practice for Patient Searches

Not searching thoroughly often causes users to create duplicate records which may lead to duplicate vaccinations. It is also more efficient to thoroughly search for a patient record than it is to create a brand new record.



1. **Patient ID = Nevada WebIZ Number:** Each patient record has a unique Patient ID. Providers should record the patient's Nevada WebIZ number in that patient's chart in order to find them easier at future vaccinations appointments.
2. **Searching Using Name Fields:**
  - At least two letters must be entered in a name field. Users may not search using *just* a last or *just* a first, you have to use at least two fields to initiate a search.
  - Nevada WebIZ performs a "wildcard" search using the information entered. This means that it looks for *everything* that matches or begins with the letters entered. The system will also display records with matching Alias Names (found on the Demographic screen). **\*\*Example:** Entering "Johns" as a last name and "AN" as the first name will display everyone with a last name of: Johns, Johnston or Johnson, etc. and a first name that begins with the letters "AN". Wildcard searches account for misspellings, by entering only part of a name. **\*\*Example:** "Johnson" may have accidentally been entered as "Johnnson" (extra "n"); "Rachel" may be "Rachael". **In each situation, a user would *not* have found the patient record if the full name provided was used in the search.**
  - First names are compared to a Nickname Table of standard first names (William) with a one-to-many relationship with common nicknames (Will, Bill, Billy, etc.).
  - Swapped first/last names will be found and also compared to Alias.
  - Hyphenated last names are searched for both before and after the hyphen (a search for Last Name "Lee" and First Name "Tim" will find "Tim Berners-Lee").
  - Special characters (comma, semi-colon, period, space, dash, single quote) will be stripped from first and last names prior to comparison, in order to find matches with typos.

- Birthing hospitals usually enter the initial immunization record with the last name of the mother or father and “Baby Boy”, “Baby Girl”, “BG”, “BB”, “Infant”, “Female”, “Male”, “Twin A”, etc. as the first name. For example, “Baby Boy Smith”. Double check to make sure the birth date and gender match the patient’s name you are searching. If “Baby” is the initial part of the first name, a record will be returned to update and capture additional demographical data.
- Users may search for records using a patient’s mother’s name. To search using only mother’s name, users must specify at least two (2) letters of two (2) name fields (Mother’s Last, Mother’s First, Mother’s Middle or Mother’s Maiden Name).

### 3. Identifier Type and Identifier Value:

- Users have the option of searching for patients using other forms of ID such as:

The screenshot shows a web application interface for patient search. On the left is a blue sidebar with navigation links: Home, Patients (selected), Search, Demographics, Local IDs, Programs, Notes, Allergies/Risks, Events, and Duplicates. The main content area is titled 'Search Criteria' and contains several input fields. A red arrow points to the 'Identifier Type' dropdown menu, which is open and shows options: INSURANCE ID, LOCAL ID, MEDICAID ID, MEDICARE ID, and SSN. Other fields include Patient ID, Last Name, Middle Name, Identifier Value, DOB (MM/DD/YYYY), Gender, Birth Info, Mother Last Name, Mother First Name, Mother Middle Name, and Mother Maiden Name. At the bottom are buttons for 'Previous Criteria', 'Clear', and 'Search'.

- Adding identifiers to patient records will help you find patients faster for future appointments.
- If an identifier value is entered, then an identifier type must also be selected from the drop-down menu. The identifier value must also be an identical match with the record on file. **\*\*NOTE: Local Identifier is Clinic specific.**

### Smart Searching Review:

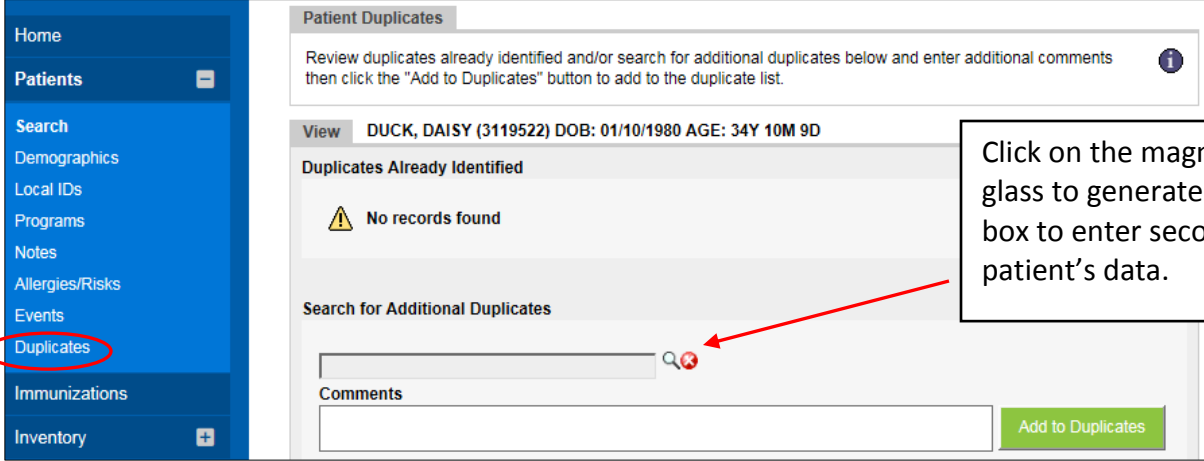
- Users must search using a combination of 2 fields.
- If searching by name, users must enter at least 2 letters in the First and Last Name fields.
- Users may search using the Date of Birth (MM/DD/YYYY) along with the Last Name or First Name fields. [Try to find a newborn after their first HepB hospital vaccine with DOB and the Last Name fields.] However, sometimes a hospital may enter the last name as the father’s last name or the mother’s last name – so try DOB and both last name options! If you come across two infants with the same last name born on the same day, check the immunization screen to see which hospital administered the birth Hep B dosage – this will help you determine which infant is the patient you are seeking.

**Search Smart!!** Remember, there are many people throughout the state who share the same name. Verify other factors such as date of birth, address, phone number, local identifier, mother’s maiden name and/or immunization history to help you determine which patient is the one you are looking for.



## Flagging Duplicate Patient Records

1. To flag a potential duplicate patient record, click on **Duplicates** in the Main Menu of the first patient.



Home  
Patients  
Search  
Demographics  
Local IDs  
Programs  
Notes  
Allergies/Risks  
Events  
**Duplicates**  
Immunizations  
Inventory

**Patient Duplicates**

Review duplicates already identified and/or search for additional duplicates below and enter additional comments then click the "Add to Duplicates" button to add to the duplicate list.

View DUCK, DAISY (3119522) DOB: 01/10/1980 AGE: 34Y 10M 9D

Duplicates Already Identified

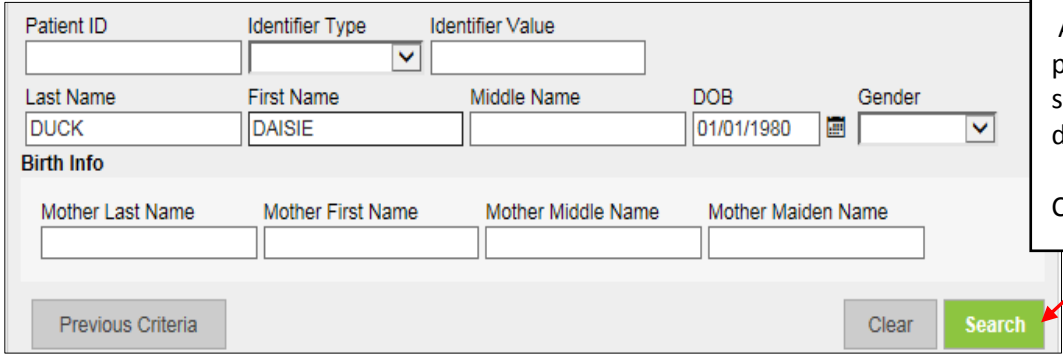
No records found

Search for Additional Duplicates

Comments

Add to Duplicates

Click on the magnifying glass to generate a pop-up box to enter second patient's data.



Patient ID Identifier Type Identifier Value

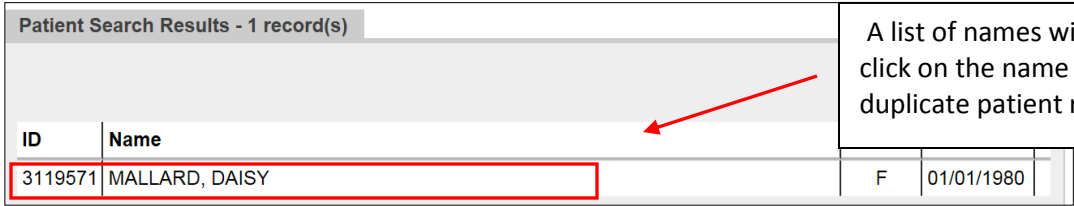
Last Name First Name Middle Name DOB Gender

Birth Info

Mother Last Name Mother First Name Mother Middle Name Mother Maiden Name

Previous Criteria Clear Search

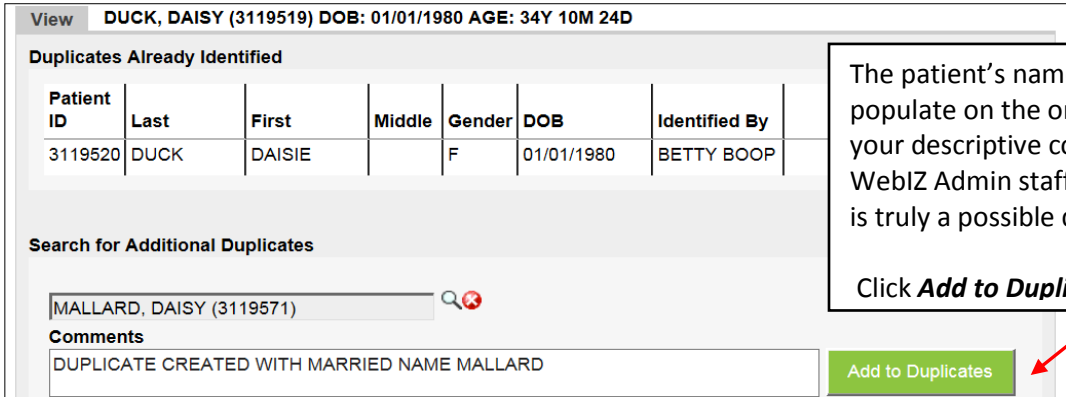
A search criteria box pops-up, enter patient search details for duplicate patient.  
Click **Search**.



Patient Search Results - 1 record(s)

ID	Name	Gender	DOB
3119571	MALLARD, DAISY	F	01/01/1980

A list of names will appear. Double click on the name of the possible duplicate patient record.



View DUCK, DAISY (3119519) DOB: 01/01/1980 AGE: 34Y 10M 24D

Duplicates Already Identified

Patient ID	Last	First	Middle	Gender	DOB	Identified By
3119520	DUCK	DAISIE		F	01/01/1980	BETTY BOOP

Search for Additional Duplicates

MALLARD, DAISY (3119571)

Comments

DUPLICATE CREATED WITH MARRIED NAME MALLARD

Add to Duplicates


The patient's name and ID number will populate on the original screen. Add your descriptive comments to assist NV WebIZ Admin staff in determining if this is truly a possible duplicate record.  
Click **Add to Duplicates**.

**View** DUCK, DAISY (3119519) DOB: 01/01/1980 AGE: 34Y 10M 24D

**Duplicates Already Identified**

Patient ID	Last	First	Middle	Gender	DOB	Identified By			
3119520	DUCK	DAISIE		F	01/01/1980	BETTY BOOP		?	View
3119571	MALLARD	DAISY		F	01/01/1980	JOSEPH AYLSWORTH		?	View

**Search for Additional Duplicates**



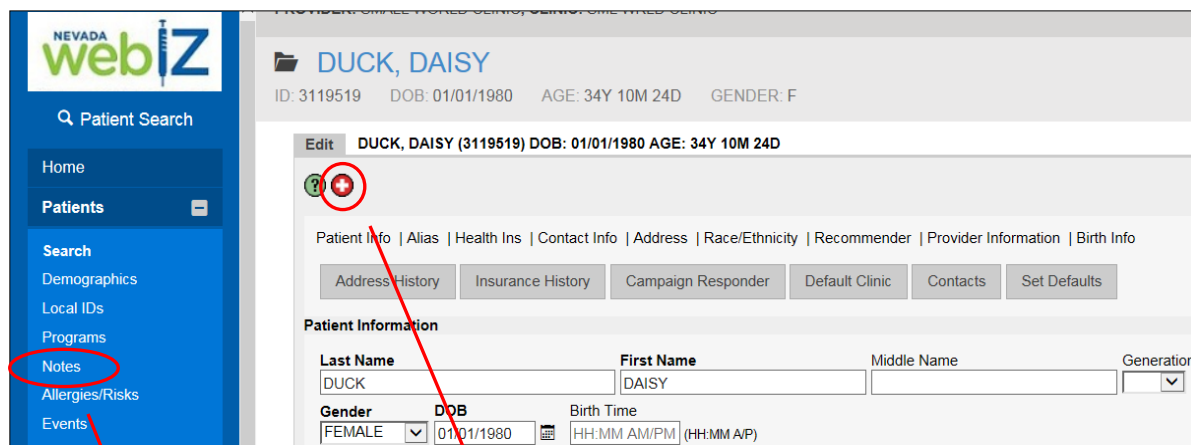
**Comments**

**Add to Duplicates**

Repeat steps 2 – 6 for additional duplicates.

These steps will link-up the identified possible duplicate records. Nevada WebIZ will run a duplicate report on a monthly basis and will combine all confirmed duplicates. Your office may be contacted by Nevada WebIZ staff to verify additional data.

## Patient Menu Screens



What is the importance of the Allergy/Risk Screens?

What type of data should go in the Notes section?

# Nevada WebIZ Icon Identification



**Online Help:** Screen-specific online help can be accessed by clicking on this icon.



**Audit Information:** Reveals the user who created the initial record and the user who last updated the record, along with the date and time these activities occurred.



**Notes:** Indicates that this patient has additional notes associated with their records. Review notes before proceeding with data entry or administering an immunization.



**IZ Print Notes:** The patient has notes that will be printed on the Immunization Record. Again, these should be reviewed before proceeding with administering immunizations.



**Allergy/Risk:** The patient may have a contraindication to specific immunizations and the record should be examined prior to recommending or administering vaccinations.



**Calendar:** Located next to most date fields in Nevada WebIZ. Click on icon to select a date or double-click in the date field to fill in today's date.



**Warning:** Something did not or could not occur. For instance, if no results are returned based on input criteria, this symbol along with an explanation would be returned instead.



**Dose Not Administered:** This vaccine dose has been added but not yet been “administered” in NV WebIZ, meaning the vaccine manufacturer (lot number, expiration date, etc.) information is missing for that dose. **Failure to administer a dose will have adverse effects on inventory quantities, reports, and provider audits. In addition, any vaccine with this icon next to it will NOT print on the patient’s Official Immunization Record.**



**Invalid Dose:** A previously administered vaccine where the dose is now marked as invalid. This may be because the vaccination was administered improperly, given too early, or was found to have been an expired lot number.



**Invalid:** This vaccination is considered invalid by the recommender (ACIP Schedule). This icon appears on the vaccination screens when immunizations are documented outside of the recommended date range of that particular immunization. By hovering your mouse over the icon, a message will appear as to the reason this dose is considered invalid. This icon also appears with duplicate data entry errors.



**Historical:** This immunization was entered as historical information.



**Reaction:** The patient has a documented adverse reaction to the immunization.

# Official Immunization Record

Immunizations Home

Use this Screen to view a Patient's Immunization History and to add new Immunizations.

**Official Immunization Record**

Administrative Record  
Edit Vaccine Defaults

Click this link to print the immunization record.

**DUCK, DAISY**  
ID: 3119519 DOB: 01/01/1980 AGE: 34Y 10M 24D GENDER: F

**Allergy / Risks ARE specified** Add Vaccines Administer Vaccines Add History

DOB: 01/01/1980 Age: 34Y 10M 24D Reminder Date: History of Varicella? YES Date of Varicella: 11/19/2014

☐ Recommended Immunizations for today, 11/25/2014 (34Y 10M 24D)

**Vaccine**  
Td (adult), adsorbed  
MMR

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

Vaccine	Dose	Date	Age	Clinic						
Tdap	1	12/12/2012	32Y 11M 11D	PR		H			?	Update
Hep B, adult	1	11/19/2014	34Y 10M 18D	CCHHS-IZ					?	Delete
Hep A, adult	1	11/19/2014	34Y 10M 18D	CCHHS-IZ					?	Update
Influenza Quad Inj P	1	11/19/2014	34Y 10M 18D	CCHHS-IZ					?	Update

Recommend ☐ Auto-Populate Add Vaccines Screen

Today's recommended missing immunizations based on the current information listing in Nevada WebIZ.

Always make sure unchecked.

1. What does the red exclamation point mean?
2. What does the circle-H mean?
3. The vaccination with the red syringe – has it been administered? What does it mean? Will it print on the Official Immunization Record?
4. What does the circle-dash mean?

## Where To Find:

<b>NV State Immunization Resources</b>	<a href="http://www.health.nv.gov/immunization_resources.htm">www.health.nv.gov/immunization_resources.htm</a>
<b>Nevada WebIZ Disclosure Poster</b>	Nevada WebIZ – Reports – Standard Forms
<b>Nevada WebIZ Participation Form</b>	Nevada WebIZ – Reports – Standard Forms
<b>New WebIZ User Enrollment Forms</b>	Nevada WebIZ – Reports – Standard Forms
<b>Nevada WebIZ Training Manuals</b>	Nevada WebIZ – Reports – Standard Forms
<b>ACIP Schedules</b> OR	Nevada WebIZ – Reports – Forms/Informational Documents <a href="http://www.cdc.gov/vaccines/recs/schedules/default.htm">www.cdc.gov/vaccines/recs/schedules/default.htm</a>
<b>Vaccine Information Statements</b> OR	Nevada WebIZ – Reports – Forms/Informational Documents <a href="http://www.cdc.gov/vaccines/pubs/vis/default.htm">www.cdc.gov/vaccines/pubs/vis/default.htm</a>
<b>VIS foreign language translations</b>	<a href="http://www.immunize.org/vis/">www.immunize.org/vis/</a>
<b>Translating Foreign Records</b> OR	<a href="http://www.immunize.org/catg.d/p5122.pdf">www.immunize.org/catg.d/p5122.pdf</a> <a href="http://www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/B/foreign-products-tables.pdf">www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/B/foreign-products-tables.pdf</a>
<b>Mexico / USA Vaccination Validation Tool</b>	<a href="http://www.cdc.gov/vaccines/recs/schedules/downloads/child/binational-schedule-pr.pdf">www.cdc.gov/vaccines/recs/schedules/downloads/child/binational-schedule-pr.pdf</a>
<b>CDC list of all IIS (Immunization Information System) registries throughout the country:</b>	<a href="http://www.cdc.gov/vaccines/programs/iis/contacts-registry-staff.html">www.cdc.gov/vaccines/programs/iis/contacts-registry-staff.html</a>
<b>CDC list of all vaccines licensed in USA by trade name and their components (combo vaccines)</b>	<a href="http://www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/B/us-vaccines.pdf">www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/B/us-vaccines.pdf</a>
<b>NV School Immunization Requirements</b>	<a href="http://health.nv.gov/Immunization_SchoolRequirements.htm">http://health.nv.gov/Immunization_SchoolRequirements.htm</a>
<b>Questions Regarding School/Daycare Immunization Requirements:</b>	
<ul style="list-style-type: none"> <li>• <i>CDC Hotline</i> (1-800-CDC-INFO or nipinfo@cdc.gov; available 24/7)</li> <li>• <i>Bureau of Healthcare Quality and Compliance, Childcare Licensing and Childcare Regulations</i> (702-486-7918 for Vegas, 775-684-1030 for Carson City)</li> <li>• <i>Nevada State Immunization Program</i> (775-684-5900)</li> </ul>	
<b>Immunize Nevada (statewide coalition)</b>	<a href="http://www.immunizenevada.org/">www.immunizenevada.org/</a>
<b>Southern Nevada Immunization and Health Coalition</b>	<a href="http://www.vaxvegas.org">www.vaxvegas.org</a>
<b>NV Statewide List of VFC Providers</b>	<a href="http://www.health.nv.gov/PDFs/Vaccine/VFC_ProvidersContactList.pdf">www.health.nv.gov/PDFs/Vaccine/VFC_ProvidersContactList.pdf</a>

# Nevada WebIZ View-Only Quick Start Guide

## STEP 1

- To access Nevada WebIZ type in the following URL: <https://webiz.nv.gov>.
- Login into Nevada WebIZ using your unique Username and Password. First time users automatically must establish a password unique to them and answer password security questions.
- Home Screen appears – **Note:** News etc. Your assigned provider and clinic will be listed at the top left of your screen.

## STEP 2

**PATIENT** - Select the Plus (+) sign next to patient.

- Select Search
- Type in a combination of First Name, Last Name and Date of Birth (Note: Must fill in at least two fields; may also search with only Patient ID# if known).
- Didn't find your patient? Try again with a different combination. If you still don't find your patient - Search again!
- No result indicates record may not have been created in Nevada WebIZ

## STEP 3

**SEARCH RESULT SCREEN-** appears below the search criteria.

- Review the information listed on the screen to determine if the record(s) listed is the one you wish to view.
- If none of the records listed match your search criteria try searching again.
- If you have successfully located the record you wish to view there are two options available for accessing the record:

**Option One:**

- Double click on the record and you will be taken to the demographics screen and to view the Immunization record.
- Select **Immunizations** under the patient menu to view the selected individuals' immunization history.

**Option Two:** Select the button that is located next to the record:

- Just below the last record is a row of buttons. Select the **Immunization** button and you will be taken to the **Patient Immunization** screen.

## STEP 4

**View/Print Immunization Record** – Select the **Official Immunization Record** hyperlink located on the upper left or lower left hand side of the Patient Immunization Screen. Print immunization record. You can also access the IZ record from multiple screens within Nevada WebIZ.

## STEP 5

Return to Step 2 to search for more records or logout.